Form 94

85M-63-640

ONTARIO

This form is to be placed in the Daily Register of Attendance.

OHEC
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DEPARTMENT OF EDUCATION

Memorandum

SCHOOL YEAR AND HOLIDAYS

1963 - 1964

PROVISIONS OF THE SCHOOLS ADMINISTRATION ACT, REVISED STATUTES OF ONTARIO, 1960. CHAPTER 361

SCHOOL TERMS

The school year for elementary and secondary schools consists of two terms.

The first term begins on the day next following Labour Day and ends on the 22nd of December, but when the 22nd day of December is a Monday, the first term ends on the 19th day of December.

The second term begins on the 3rd day of January and ends on the 29th day of June, but when the 3rd day of January is a Friday, the second term begins on the 6th day of January, and when the 29th day of June is a Monday, the second term ends on the 26th day of June.

FIRST TERM begins September 3, 1963, and ends December 20, 1963.

SECOND TERM begins January 6, 1964, and ends June 26, 1964.

HOLIDAYS

The following are the school holidays during the school year 1963-64:

(1) Every Saturday and Sunday.
(2) Thanksgiving Day—October 14.
(3) Remembrance Day—November 11.
(4) Christmas Holidays—December 21 - January 5 inclusive.
(5) Easter Holidays—March 27 - April 5 inclusive.
(6) Victoria Day and celebration of the Queen's Birthday—May 18.

NUMBER OF TEACHING DAYS

September, 1963	20	January, 1964	20
October, 1963	22	February, 1964	20
November, 1963	20	March, 1964	19
December, 1963	15	April, 1964	19
	77	May, 1964	20
		June, 1964	20
			118

Number of teaching days for the school year 1963-64 ..... 195.

Number of teaching days for the calendar year 1963 ..... 197.

Toronto, April 15, 1963.

C. W. BOOTH,
Deputy Minister of Education.

H. E. ELBORN,
Deputy Minister of Education.

(See also Notice to Principals on the other side of this sheet.)

ONTARIO

DEPARTMENT OF EDUCATION

NOTICE TO PRINCIPALS

In order that Boards may be enabled to earn their full grants, teachers are asked to comply with the following instructions.

Number of Legal School Days

The number of legal school days as given in this memorandum (see opposite side of page) shall be reduced only when (a) the school or classroom is closed under the provisions of The Public Health Act, (b) the school is closed on a day legally proclaimed a municipal holiday, and (c) the school is closed for a half-day, day or days because the teacher is attending a legally-convened teachers' meeting.

Absence of Pupils

(1) By authority of the Department of Education Act, Revised Statutes of Ontario, 1960, Chapter 94, section 5, the Minister may add to the actual aggregate attendance of a school, in calculating legislative grants, the number of days attendance lost by pupils.

(a) who left school to enlist in Her Majesty's Forces or to become employed in the production of food or other essential war materials, and whose absence from school was in accordance with the regulations (there are no applicable regulations at the present time); or

(b) who were absent from school on days regarded as holy days by the church or religious denomination to which they belong (the principal is responsible for ensuring that absence is for this reason); or

(c) who were absent from school because of the closing of one or more classrooms because of fire, flood or the breakdown of the school heating plant or a similar emergency which, in the opinion of the Minister was unavoidable (application giving the name of the board, the name of the school, the dates of closing, the number of pupils on the roll, and the reason for the closing must be made to the Department in each case; elementary-school principals will apply through the inspector, secondary-school principals will apply to the Superintendent of Secondary Education); or

(d) who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations which they were not required to write (applicable to secondary schools only).

If a pupil's absence is acceptable for additional days for grant purposes, the teacher shall write "G" opposite the name of the pupil concerned for all such days or half-days.

(2) In all other cases of pupil-absences from school the teacher shall write opposite the name of each pupil the letter "A" for the days or half-days.

Summary of Attendance

If, in a month of 21 teaching days a pupil was present 15 days, absent 2 days because of a cold, 3 days because of quarantine, and 1 day because of a holy day,

the total number of days present is	15,
the total number of days absent is	5, and
the additional number of days for grant purposes is	1,
Total	21

NOTE:—

(1) Percentage attendance is 100 times the quotient obtained by dividing the total number of days present by the sum of the total number of days present and the total number of days absent. The additional number of days for grant purposes is not to be used in this calculation.

(2) Average daily attendance is the quotient obtained by dividing the sum of the total number of days present and additional number of days for grant purposes by the number of legal school days.

(3) A separate memorandum regarding closing of secondary schools for final examinations in June will be sent to the principals concerned early in 1964.

(4) The following definitions apply to school enrolment:

(a) Admission refers to a pupil whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed from the roll by reason of transfer or retirement.

(b) Transfer refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is enrolled in any one of the following types of Ontario schools—public, separate, or secondary.

(c) Retirement refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is not enrolled in any one of the following types of Ontario Schools—public, separate, or secondary.

Toronto, April 15, 1963.

C. W. BOOTH,
Deputy Minister of Education.

H. E. ELBORN,
Deputy Minister of Education.